Intelligence Function
Initial Briefing Checklist

Upon arriving for your assignment at a local dispatch center, you'll need to answer the following questions:

1.   What is your relationship with Initial Attack Dispatch going to be, in terms of Intelligence retrieval/reporting (who does what)?

   A.   Who pulls the daily weather, NICC/local GACC situation reports, etc. Will you have access to copies of spot forecasts for your incident?

   B.   Who is responsible for completing/submitting the Interagency Situation Report on a daily basis?

   C.   How can you help to ease the center's Intelligence workload?

2.   Is there a local SOP/desk book for the Intelligence function? If so, where is it located?

3.   What equipment is available to you? Will you have a dedicated workspace and computer with Internet access, or will you have to take all your papers, etc. down the hall in order to use a terminal located elsewhere? Is there a database in use (Lotus, IRSS, dBASE, ROSS, etc.) for tracking resources?

4.   How will you communicate with the incident - by radio or phone? What are the numbers (if by phone) and names for your contacts at Plans, Finance, or other sections you may need to call at the incident.

5.   If the ICS-209s are only submitted once a day, what other contacts are available to you for gathering updated information?

6.   What is the local time schedule for pulling reports, weather information, etc., and what are your deadlines for submitting reports?

7.   What are the Intelligence requirements of the local GACC? Do they just want the Interagency Situation Report and completed 209s, or do they require narrative summaries, resource summaries, or some other type of Intelligence summary?

8.   How will you interact and share information with the rest of the dispatch center staff and supervisor/center manager? Will the supervisor want situation updates? If so, how often? Will you be able to compare resource information from the 209s with the actual resource orders or database? (Work this out with the equipment, crew, aircraft, and overhead desks.)

9.   What are the local Intelligence needs?

   A.   What information will the I.A. or Expanded Dispatch need from you, and in what time frames?

   B.   Do your reports also need to be distributed to local agency managers, and if so, what is the address/fax list?

   C.   Is there a local MAC group set up? Will they require information from you for daily briefings/conference calls? If so, what type of information and in what format? Is there an existing format you could use to summarize the information for them, or will you have to develop your own to meet their requirements?

10.   Will there be a Fire Information function working out of the same office where you are? What are the names and phone numbers for the Fire Information Officer and his/her staff? How will you share and/or exchange information with them?

11.   Is there a board or space you can set up as an information display for the office? If so, what items (spot forecasts for the incident, shift plans, NICC/GACC situation reports, 209s, etc.) does the center want to see included?

12.   If you are functioning in an area where there are multiple incidents or complexes, will you need to expand your function to include additional staff? How many will you need, and how will you divide up the workload? Keep in mind that your work shifts will need to be adjusted to meet the Intelligence workload and deadlines.